

# Federal Agency Intern Programs

## I. Department of Interior Leadership Institute

### Office of the Secretary Management Intern Program (OSMIP)

The purpose of the OSMIP is to recruit, develop, and retain future leaders for the Department, particularly in its [Policy, Management and Budget offices](#).

When the two-year training program is complete, interns will be permanently placed in one of the Office of the Secretary's Policy, Management, and Budget offices in a position that has a full performance level of GS 12.

DOI University's OSMIP revolves around four key elements:

#### 1. Four, Six-month Rotational Assignments

Each intern completes four rotational assignments, each lasting six-months, as part of the two-year developmental program. The rotational assignments take place at one of the Policy, Management and Budget offices within the Department's Office of the Secretary. The goal of the rotational assignments is for the participants to receive not only a breadth of technical knowledge concerning policy, management, and budget, but also a broad exposure to different organizational cultures and leadership styles.

#### 2. Individual Development Plans (IDPs)

The intern's [IDP](#) serves as the "roadmap" for his or her development throughout (and beyond) the program. At the beginning of the program each intern takes several self-administered questionnaires that look at a variety of work behaviors and attitudes. Some of these instruments include the Myers-Briggs Type Indicator®, the FIRO-B™ (which measures interpersonal needs and the impact of that individual's behavior in the workplace), and the Thomas-Kilmann Conflict Mode Instrument, among others. The participant reviews the results from his or her assessments and then uses the IDP to "map out" a two-year (at least) developmental strategy for helping to improve the "weaknesses" identified.

#### 3. Core Training

Interns will receive a minimum of 240 hours of technical training in areas such as project management, recruitment, interviewing, selection, human resources, and succession planning, among others. To help prepare them to become the government's business leaders of the future, the interns also receive 80 hours of nontechnical training in areas such as leadership, customer service, and teamwork.

#### 4. Mentor Relationships

Interns will select a mentor (GS 15 or SES) to provide advice and to evaluate progress throughout the program. The mentor is critical in advising the participant during the development of his or her IDP.

## II. Department of Justice

### Presidential Management Intern Program

#### MEETING THE CHALLENGE FOR AN ERA OF CHANGE

The PMI Program was established by Executive Order in 1977. It is designed to attract to the federal service outstanding graduate students (master's and doctoral-level) from a wide variety of academic disciplines who have an interest in, and commitment to, a career in the analysis and management of public policies and programs.

Assignments as a PMI may involve domestic or international issues, technology, science, criminal justice, health, financial management, and many other fields in support of public service programs. Federal departments and agencies strive to provide interns with challenging and rewarding assignments. All cabinet departments and more than 50 federal agencies have hired Presidential Management Interns.

#### SELECTION PROCESS

Applicants will be invited to participate in a structured assessment center process during the months of January and February 2003. Selection as a PMI finalist is based on the applicant's participation and performance in a one-day assessment center process. Applicants selected as PMI Finalists will be notified of their status in late March 2003.

#### APPOINTMENT

PMIs receive an initial two-year excepted service appointment. PMIs are appointed at the GS-9 level (starting at \$34,451 per year\*) and are eligible for various employment benefits (i.e. holidays, vacations, etc). After successful completion of the first year, PMIs are eligible for promotion to GS-11 (starting at \$41,684 per year\*). Upon completion of the two-year internship, PMIs are eligible for conversion to career or career-conditional status and are eligible for promotion to GS-12 (starting at \$49,959 per year\*).

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### CAREER DEVELOPMENT

The PMI Program places a strong emphasis on career development. During the two-year internship, PMIs experience a myriad of challenging career opportunities. The U.S. Office of Personnel Management facilitates and provides structured orientation and graduation training programs. Federal agencies arrange for on-the-job training and other developmental opportunities such as seminars, briefings and conferences. Federal agencies also provide PMIs with at least one rotational assignment. These rotational assignments are designed to provide the PMIs with a broader perspective on the Federal Government.

### III. Department of Agriculture – Office Of Human Resource Management

USDA's student opportunities are designed to combine academic studies with on-the-job training and experience and to give students an opportunity to work with USDA while completing their education. USDA provides undergraduate and graduate students with paid opportunities to serve as assistants to scientific, professional, administrative, and technical employees. Each USDA Mission Area or Agency manages its own programs. USDA also provides opportunities for persons to fulfill their career goals through challenging internships that provide a path to permanent employment. Click on the links below to find out about USDA's student programs, internship opportunities, and other information of interest to students and to interns. Supervisors of students and USDA Student Educational Program Managers should also look below to find information that may be of interest to them.

#### USDA Career Intern Programs

The Department of Agriculture Career Intern Program will prepare exceptional men and women who have diverse professional experiences, academic training, and competencies for careers in public service. Interns will participate in a 2-year program, that is designed to fine tune their skills and abilities.

USDA is a nationwide and world employer. It has employees located in 58 states and territories, and 57 foreign countries.

#### Professional Development:

- Two years participation in a formal training program to provide the skills needed for careers in the sciences and in administration/professional areas
- On-the-job training to learn to handle the everyday situations of a career at USDA

#### Rotational Training:

- **Rotational** assignments to expose scientific interns to challenging assignments in regional offices, the Nation's Capital, or throughout the United States
- Rotational assignments to expose Administrative/Professional Interns to challenging assignments in areas such as human resources, finance, procurement, budget, property management, and information technology

#### Purpose

The purpose of the USDA Career Intern Programs is to:

- Provide USDA with a cadre of skilled individuals to fill more responsible positions in the sciences and in administration/professional areas at the end of the internships

#### General Eligibility

- U.S. citizenship
- Bachelor's or Graduate Degree with an overall college GPA of 3.0 or better if applying based on education
- Diverse professional experiences, training, and competencies
- Demonstrate leadership potential, and community service

#### Career Programs:

- Sciences Intern Program will include two levels: professional and technician
- Administrative/Professional Intern Program will include administrative/professional careers

#### Salary Level:

##### Sciences

Professional pay will be at the GS-5, 7, and 9 levels. The technician pay will be at the GS-5, and 7 levels.

##### Administrative/Professional

Administrative/Professional pay will be at the GS-5, 7, and 9 levels. **However, most positions will be filled at the GS-9 level.**

Nationwide pay charts are available on the Internet at [www.opm.gov](http://www.opm.gov). January 2002 starting pay rate ranges are:

GS-5 \$24,701 - \$27,066

GS-7 \$30,597 - \$33,526

GS-9 \$37,428 - \$41,010

USDA also provides special salary rates which are above the normal pay range for positions that are hard to fill such as positions in information technology.

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### **IV. Department of Energy**

#### **Sandia Federal Internships Program Opportunities**

Looking for federal internships program opportunities? At Sandia National Laboratories, we have federal internships program opportunities that can help you advance your knowledge base as you gain hands on experience. Our federal internships program opportunities are wide-ranging and encompass a variety of areas. In addition to its primary mission to the Department of Energy, Sandia provides technical resources and facilities to a variety of other federal agencies through our DOE sponsored "Work for Others" program. Work for Others federal internships programs encompasses conventional defense, strategic defense, counterproliferation and nonproliferation, and a variety of other national security areas. To learn more about our federal internships program opportunities and other internship opportunities, including engineering internships, please visit our homepage at [Federal Internships Program](#)

### **V. Department of Commerce**

#### **OETCA Internship Opportunities**

The Office of Export Trading Company Affairs (OETCA) offers exciting internship opportunities in Washington, D.C. The International Trade Administration's Volunteer Internship Program is open to college undergraduates, and graduate students who are seeking work experience in a public policy organization. To be eligible for the Student Volunteer Program, a student must be a U.S. citizen and currently enrolled in an accredited academic degree program.

Volunteer interns assist professional OETCA staff in performing economic research, marketing and other duties. Candidates should possess strong research and writing skills. Knowledge of computer applications and web development is a plus. Nature of Appointments: OETCA accepts volunteers year-round. Appointments can last from two months to one year. Hours are determined by the needs of the office and the applicant.